



# CHIPPEWAS OF GEORGINA ISLAND FIRST NATION

## JOB POSTING

### Medical Secretary

**Reports To:** Director of Health and Wellness

**Classification:** Full-Time

#### Position Overview

This position requires collaborative work with diverse team members. The Medical Secretary is responsible for providing administrative and clerical support services. Confidentiality must always be ensured. The Medical Secretary will work out of the primary care site. Chippewas of Georgina Island Interdisciplinary Primary Health Care Team is seeking a highly motivated, self-directed individual to join our multi-disciplinary team. We provide accessible, quality, culturally safe and holistic health care that supports and enhances the wellness of individuals, families and communities.

#### Qualifications

- Post-secondary education in administration
- Strong organizational, documentation and management skills
- Proficiency with computer applications and electronic medical record/case management systems
- Excellent oral and written communication skills

#### Responsibilities

- Support the primary care clinical staff, help with resources, research and assist with data support
- Provide support to internal and external system navigation
- Assist in developing patient programs, identifying priorities, target dates and implementation strategies
- Create communication material, file documents and answer phone calls from patients
- Promotion of services & programs
- Schedule appointments and register patients
- Process new referrals, and orders for services, supplies and equipment
- Enter, update and maintain a high volume of patient data in the electronic database
- Answer a high volume of telephone inquiries from patients, families and service providers, and refer callers as appropriate
- Proficient with database software, MS Word and Excel and other applications in a Windows environment
- Maintaining financial records in compliance with regulatory standards
- Perform miscellaneous job-related duties as required

#### Why Work with the Chippewas of Georgina Island First Nation

- Beautiful waterfront location on Georgina Island
- Competitive salary and benefits

**How to Apply**

Please submit the following:

- Cover letter
- Detailed résumé

**Send applications to:**

**Kevin Winch, Director of Operations**

**Email:** [careers@georginaisland.com](mailto:careers@georginaisland.com)

**Subject Line:** *Medical Secretary*

**Fax:** 705-437-4597

**Resumes may be submitted by fax or e-mail.**

**Questions about the position should be sent to:**

**Connie Foster, Director of Health and Wellness** – [connie.foster@georginaisland.com](mailto:connie.foster@georginaisland.com)

**Deadline:** Open until filled.

***\*\*\*Only applicants meeting the minimum requirements will be contacted\*\*\****

**Posted: June 3, 2026**